

STATE OF MONTANA JOB VACANCY
AN EQUAL OPPORTUNITY EMPLOYER
DEPARTMENT OF REVENUE
"External Recruitment"

Position Title: Accounting Technician
Position Number: 58130601
Division: Business & Income Tax
Band/Salary: 4/\$11.47- \$14.34
Type of Employment: Permanent/Full-Time
Location: Helena
Union: Yes
Supplement: Yes
Closing Date: October 31, 2007

The Department of Revenue is looking for an energetic and enthusiastic individual who enjoys working in a fast-paced technical environment. To perform successfully as an Accounting Technician, you must be self-motivated and have the ability to work both independently and as part of a team. You must possess a strong work ethic and a positive attitude. This position requires skills and the ability to communicate effectively and respectfully with co-workers. If you have the ability to make sound decisions and be accountable for them, we encourage you to apply.

The Accounting Technician role involves the overall administration of Montana's tobacco product taxes in a team environment. Duties include receipt of tobacco products taxes, enforcement of tobacco product taxes in Montana, performance of desk audits, licensing functions for tobacco products retailers, wholesalers, and sub-jobbers and insuring compliance of the industry to all minimum pricing requirements.

Duties also include education and enforcement of the Tobacco Master Settlement Agreement and review and enforcement of all alternate mediums of purchasing tobacco products including the world wide web. Performance of administrative, technical, and/or professional duties to facilitate the work of the division. Incumbents coordinate program activities with the administrator, bureau chief, and unit manager; monitor resource allocations; evaluate the effectiveness of policies and procedures; serve on committees; provide information to the public; and ensure the office is maintained in a manner consistent with department policies.

Predominant/Essential Duties

- Conduct technical research and prepare written reports using the Internet or IRIS/mainframe mediums.
- Perform quality control of systems and related tobacco product tax document batches. Ensure appropriateness, accuracy, and compliance with the tax type and activities. Recognize discrepancies, research and interpret related tax policy/procedure, determine necessary corrective action, follow-up with auditing and collection staff, and explain sometimes-obscure system information.
- Analyze and interpret complex data in order to compile statistical and narrative status reports including development of advanced-level spreadsheets, graphs, and charts for tobacco products sells and enforcement efforts.
- Coordinate projects by assigning priorities, monitoring progress and establishing methods, procedures and deadlines using knowledge of division and/or department business processes.
- Review and evaluate tobacco product tobacco licensing requirements by interpreting and applying rules and statutes.
- Revise procedures subsequent to rule changes in tobacco and communicate changes to licensees and other agencies.
- Research inquiries as necessary using knowledge of department business processes and existing policies, procedures, rules, and statutes regarding tax types to provide information and communicate same to internal and external customers. Information may sometimes be obscure and require considerable research.
- Provide input for rules, regulations, and legislation governing the division using knowledge of various

- department business processes and existing rules and statute.
- Assist management officer in areas of budget, suggested replies, legal referrals, and the maintenance of appropriate documentation.

Demonstrated knowledge of licensing and registration requirements. Demonstrated skill and ability to work with internal and external customers. Demonstrated ability to be accurate and detail orientated. Demonstrated ability to work on multiple tasks and manage time effectively. Demonstrated knowledge and skill of word processing, spreadsheet, database, and software applications/programs relative to the role. Demonstrated ability to provide timely and effective written, oral, and interpersonal communication. Demonstrated knowledge and ability in conflict resolution techniques relative to the role. Demonstrated knowledge of assigned tax types and their relationships within the organization.

Competencies and degrees of proficiency are typically acquired through a combination of education and experience equivalent to high school graduation and post-secondary coursework in business with four years of administrative, technical, or clerical experience including advanced computer skills. Other combinations of education and experience will be evaluated on an individual basis.

The State offers great benefits to its employees including three weeks paid vacation, sick leave, medical, dental, and life insurance, and a retirement plan. Optional programs available include vision coverage, disability insurance, and a deferred compensation plan. The department also makes additional training opportunities available to all employees. This is a great career opportunity.

A typical average compensation package for an average salary of \$20,000 / yr is:

Wages:	\$20,000.00
Benefits:	\$ 6,684.00
Retirement:	\$ 1,380.00

Total Average Wage Package \$28,064.00

Application Deadline: All application materials must be received by 5:00 PM on the closing date. Application materials may be sent directly to:

Human Resources
Department of Revenue
PO Box 1712
Helena, MT 59604

Applications submitted to a Job Service Office must be date stamped by the closing date. If you choose to fax your application, you will need to call to verify all pages are legible. **Late, unsigned or incomplete applications will not be considered.** This job announcement and the Montana State application form can be found on the Internet at www.mt.gov/revenue. Phone: (406) 444-9858 Fax: (406) 444-6998.

Accommodations: The State of Montana makes reasonable accommodations for any known disability that may interfere with an applicant's ability to compete in the recruitment and selection process or an employee's ability to perform the essential duties of the job. For the state to consider any such accommodation, the applicant must make known any needed accommodation. (Telecommunications Device for the Deaf – TDD 406-444-2830)

Application materials required for this position are:

1. A completed State of Montana Application. State of Montana application forms are now available on the Internet at www.mt.gov/revenue.
2. Applicants claiming the Veteran's or Handicapped Person's Employment Preference (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials by the closing date. The required documentation includes a DD-214 or PHS Certification of Disability form.

Failure to submit completed application materials will result in the application being rejected. Late applications will also be rejected. Please note: unsolicited information/materials submitted as part of an application will not be passed on to the hiring authority.

Background Examination: Applicants for this position will be subject to a criminal background review before being considered for employment. Individual circumstances involving a criminal conviction will be reviewed to determine an applicant's eligibility for employment.

Compliance with All Appropriate Montana Tax Laws: Specifically, your tax filings must be current.

New Employee Probation Status: For employees new to state government, final confirmation will be made following a six-month performance appraisal/probationary employment period.

Immigration Reform Control Act. In compliance with the immigration Reform Control Act, Public Law 99-603, the successful applicant will be required to provide documentation showing lawful authorization to work in the United States within three days of hire.

Montana Compliance with Military Selective Service Act. In accordance with the Montana Compliance with Military Selective Service Act, the person selected for state employment must produce documentation showing compliance with the Federal Military Selective Service Act. Examples of this documentation include a registration card issued by Selective Service, a letter from Selective Service showing a person was not required to register, or information showing by a preponderance of evidence that a person's failure to register with Selective Service was not done knowingly or willfully.

**Department of Revenue
Supplement Questions**

Position Number: 58130601
Position Title: Accounting Technician
Application Deadline: October 31, 2007

Instructions: Please complete the following supplement questions. Please put your name and the position number for which you are applying on the top of each page. Your responses must be printed clearly or typed on standard paper. Your responses may be used to evaluate your written communication skills. Your supplement answers may be reviewed separately from other selection material required (application and/or resume).

1. This position requires extensive software and internet usage. Please describe your experience in using the internet and what software and search engines you have used?